

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Employee Name	<u>WAGNER, JOHN</u>
Expense Dates	<u>09/02/09-09/17/09</u>
Total Expense Amount	<u>500.30</u>
Amount Due Employee	<u>193.10</u>
Form ID	<u>TEA000512928</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/17	Parking, Auto	18.00	
2)	09/17	Lodging	121.10	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved  
by: \_\_\_\_\_

Nancy Lee

## Travel & Expense Account Summary

Employee Name JOHN WAGNER  
Expense Dates 09/02/09-09/17/09  
Report Name 6010 - Sept 2009 Various Trips - J. Wagner

Request Total \$ 500.30  
Direct Charge Total - 307.20  
Travel Advances - 0.00  
Net Due Employee = 193.10

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CWC	494.30
Regular Travel	DGS meeting	3.00
Regular Travel	CHHS LDA	3.00

NOTE: (d)=Direct Charge

DATE	Wed Sep 2									TOTAL
Parking, Auto	3.00									3.00
TOTALS \$	3.00									3.00

DATE	Mon Sep 14									TOTAL
Parking, Auto	3.00									3.00
TOTALS \$	3.00									3.00

# Travel & Expense Account Summary

DATE	Wed Sep 16	Thu Sep 17								TOTAL
Commercial Air Fare (d)	307.20									307.20
Dinner	18.00	18.00								36.00
Parking, Auto		18.00								18.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
Lodging		121.10								121.10
TOTALS \$	325.20	169.10								494.30

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CHHS LDA	09/02/09	Parking, Auto	3.00	Cash
Regular Travel	DGS meeting	09/14/09	Parking, Auto	3.00	Cash
Regular Travel	CWC	09/16/09	Commercial Air Fare	307.20	Direct Charge
Regular Travel	CWC	09/16/09	Dinner	18.00	Cash
Regular Travel	CWC	09/17/09	Parking, Auto	18.00	Cash
Regular Travel	CWC	09/17/09	Breakfast	6.00	Cash
Regular Travel	CWC	09/17/09	Dinner	18.00	Cash
Regular Travel	CWC	09/17/09	Incidentals	6.00	Cash
Regular Travel	CWC	09/17/09	Lodging	121.10	Cash

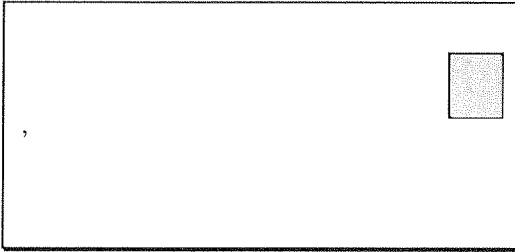
**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
Lunch on 09/17/09	Please note - Lunch was provided at the CWC Conference
Lodging on 09/17/09 for 307.20	EE meant to claim it on 09/16/09, CT
Parking, Auto on 09/17/09 for 30.00	Airport parking is limited to the long-term economy parking and SMF rate per day is \$9, so \$15 is reduced to \$9 per day for two days. So \$30 is reduced to \$18, CT

## Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name	WAGNER, JOHN
Expense Dates	09/20/09-09/28/09
Total Expense Amount	968.80
Amount Due Employee	968.80
Form ID	TEA000512974

### DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/20	O/S Taxi Fare	25.00	
2)	09/20	O/S Business Expense - Other	15.00	
3)	09/21	O/S Incidentals	6.00	
4)	09/22	O/S Incidentals	6.00	
5)	09/23	O/S Taxi Fare	26.70	
6)	09/23	O/S Incidentals	6.00	
7)	09/23	O/S Rapid Transit	133.00	
8)	09/23	O/S Lodging	193.50	
9)	09/25	O/S Incidentals	6.00	
10)	09/25	O/S Taxi Fare	15.00	
11)	09/27	O/S Incidentals	6.00	
12)	09/27	O/S Taxi Fare	60.00	
13)	09/28	O/S Commercial Air Fare	244.60	
14)	09/28	O/S Parking, Auto	72.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

**Travel & Expense Account  
Transmittal Sheet**

**EXPENSE EXCEPTION(S)**

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review.	
2)	94:115	Automated Audits have not been applied to O/S Rapid Transit expense; approvers should review.	
3)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved  
by:

Nancy Lee

## Travel & Expense Account Summary

Employee Name                      JOHN WAGNER  
Expense Dates                      09/20/09-09/28/09  
Report Name                        6010 - OST - Sept 20-Sept 27, WDC and NY

Request Total    \$        968.80  
Direct Charge Total    -        0.00  
Travel Advances       -        0.00  
Net Due Employee    =        968.80

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	NYC	471.60
Regular Travel	WDC	497.20

NOTE: (d)=Direct Charge

DATE	Sun Sep 20	Mon Sep 21	Tue Sep 22	Wed Sep 23						TOTAL
O/S Taxi Fare	25.00			26.70						51.70
O/S Breakfast	6.00			6.00						12.00
O/S Lunch	10.00			10.00						20.00
O/S Dinner	18.00		18.00	18.00						54.00
O/S Business Expense - Other	15.00									15.00
O/S Incidentals		6.00	6.00	6.00						18.00
O/S Rapid Transit				133.00						133.00
O/S Lodging				193.50						193.50
<b>TOTALS \$</b>	<b>74.00</b>	<b>6.00</b>	<b>24.00</b>	<b>393.20</b>						<b>497.20</b>



# Travel & Expense Account Summary

DATE	Fri Sep 25	Sun Sep 27	Mon Sep 28							TOTAL
O/S Breakfast	6.00	6.00								12.00
O/S Lunch	10.00	10.00								20.00
O/S Dinner	18.00	18.00								36.00
O/S Incidentals	6.00	6.00								12.00
O/S Taxi Fare	15.00	60.00								75.00
O/S Commercial Air Fare			244.60							244.60
O/S Parking, Auto			72.00							72.00
<b>TOTALS \$</b>	<b>55.00</b>	<b>100.00</b>	<b>316.60</b>							<b>471.60</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	WDC	09/20/09	O/S Taxi Fare	25.00	Cash
Regular Travel	WDC	09/20/09	O/S Breakfast	6.00	Cash
Regular Travel	WDC	09/20/09	O/S Lunch	10.00	Cash
Regular Travel	WDC	09/20/09	O/S Dinner	18.00	Cash
Regular Travel	WDC	09/20/09	O/S Business Expense - Other	15.00	Cash
Regular Travel	WDC	09/21/09	O/S Incidentals	6.00	Cash
Regular Travel	WDC	09/22/09	O/S Dinner	18.00	Cash
Regular Travel	WDC	09/22/09	O/S Incidentals	6.00	Cash
Regular Travel	WDC	09/23/09	O/S Taxi Fare	26.70	Cash
Regular Travel	WDC	09/23/09	O/S Breakfast	6.00	Cash
Regular Travel	WDC	09/23/09	O/S Lunch	10.00	Cash
Regular Travel	WDC	09/23/09	O/S Dinner	18.00	Cash
Regular Travel	WDC	09/23/09	O/S Incidentals	6.00	Cash
Regular Travel	WDC	09/23/09	O/S Rapid Transit	133.00	Cash
Regular Travel	WDC	09/23/09	O/S Lodging	193.50	Cash
Regular Travel	NYC	09/25/09	O/S Breakfast	6.00	Cash
Regular Travel	NYC	09/25/09	O/S Lunch	10.00	Cash
Regular Travel	NYC	09/25/09	O/S Dinner	18.00	Cash
Regular Travel	NYC	09/25/09	O/S Incidentals	6.00	Cash
Regular Travel	NYC	09/25/09	O/S Taxi Fare	15.00	Cash
Regular Travel	NYC	09/27/09	O/S Breakfast	6.00	Cash
Regular Travel	NYC	09/27/09	O/S Lunch	10.00	Cash
Regular Travel	NYC	09/27/09	O/S Dinner	18.00	Cash
Regular Travel	NYC	09/27/09	O/S Incidentals	6.00	Cash
Regular Travel	NYC	09/27/09	O/S Taxi Fare	60.00	Cash
Regular Travel	NYC	09/28/09	O/S Commercial Air Fare	244.60	Cash
Regular Travel	NYC	09/28/09	O/S Parking, Auto	72.00	Cash

## Travel & Expense Account Summary & Detail

Comments	
Subject	Comment
O/S Commercial Air Fare on 09/20/09	Please note: ACF paid for flight to WDC.
O/S Lodging on 09/21/09	Please note: ACF paid for the first two nights of lodging (Sept 20, 21) in WDC
O/S Lodging on 09/24/09	Please note: 9/24 and 9/26 on personal time. 9/25 - Attend Works First Foundation in NY, claiming per diem and incidentals on 9/25 and 9/27 travelling back to CA, claiming Per diem and incidentals.
Approve/Return	Need second approver, due to \$15 business expense for luggage
Approve/Return	Per our conversation, please separate the two out of state trips and list all expenses incurred. BM 10/5/09
**Return**	Please see notes icon. BM 10/5/09
Summary	10/6 Need second approver due to \$15 business expense for luggage fee
O/S Taxi Fare on 09/23/09 for 26.70	Taxi expense was changed to \$26.70, taxi receipt for 9/23/09 was \$15 and another taxi receipt for 9/23/09 was \$11.70. BM 10/6/09